



## OFFICE OF STAFF COUNSEL

### UNITED STATES COURT OF APPEALS FOR THE FOURTH CIRCUIT Richmond, Virginia

#### POSITION ANNOUNCEMENT July 3, 2018

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| <b>Announcement Number:</b>      | 18-02  |
| <b>Position Title:</b>           | Appeals Case Manager   |
| <b>Job Classification Level:</b> | CL 24-25   |
| <b>Number of Vacancies:</b>      | One full-time position. Highly qualified applicants desiring part-time employment will also be considered.   |
| <b>Salary Range:</b>             | \$37,731 to \$67,750<br>(Starting grade and salary based upon qualifications, experience, and salary history.)   |
| <b>Position Location:</b>        | Richmond, Virginia   |
| <b>Position Starting Date:</b>   | As soon as possible following acceptance of an offer of employment.  |
| <b>Application Schedule:</b>     | Applications will be accepted immediately. While this announcement will remain open until the available position is filled, it is anticipated that selection decisions will be finalized no later than August 2018. To ensure full consideration, application materials must be received by Friday, July 27, 2018. Applications received after that date may not receive full consideration. |

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**POSITION SUMMARY:** In addition to the senior staff attorney, the Office of Staff Counsel, United States Court of Appeals for the Fourth Circuit, is comprised of five supervisory staff attorneys, twenty-nine staff attorneys and seven administrative support personnel. The primary responsibility of the Office is to assist the judges of the Court in the consideration and resolution of cases on appeal. Appeals case managers further this effort by providing case management, administrative, and clerical support to the Office's staff attorneys.

**DUTIES AND RESPONSIBILITIES:** Appeals case managers review documents filed in appeals to ensure they are accorded proper attention; make docket entries using the court's automated case management system; prepare and issue orders upon instructions from staff attorneys or judges; respond to inquiries from counsel, litigants, district courts, and other court units; and provide a full range of administrative and clerical support to staff attorneys in the performance of their duties.

**QUALIFICATIONS:** Mandatory qualifications include a minimum of two years of general experience in a progressively responsible clerical or administrative position, and a minimum of one year of specialized experience that required application of clerical procedures involving routine use of keyboard skills, specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Appointment at CL-24 requires at least one year of specialized experience equivalent to CL-23, and appointment to CL-25 requires at least one year of specialized experience equivalent to CL-24. The successful candidate will possess exemplary organizational and written and verbal communication skills; careful attention to detail; demonstrated ability to independently plan work to meet multiple and conflicting deadlines and to accommodate periodic demands for increased productivity; and the aptitude and flexibility to work successfully as part of a team. Experience in federal or state courts, law firms, or other legal settings is strongly preferred. Proficiency in the use of Microsoft Word is required. Familiarity with CM/ECF, the Court's case management and case filing system, is strongly preferred. Applicants must be United States citizens or eligible to work for the United States government.

**SALARY AND BENEFITS:** Starting salary offers above the minimum will reflect individual qualifications, experience, and salary history, and may be constrained by budgetary considerations. The highest grade to which an appeals case administrator can be promoted is Classification Level 25. Salaries are paid bi-weekly through mandatory Electronic Funds Transfers. Federal employment benefits include the availability of health, life, disability, and long-term care insurance; the opportunity to establish health and dependent care reimbursement accounts; participation in the Federal Employees Retirement System and Thrift Savings Plan; annual and sick leave; and paid holidays.

**APPLICATION PROCEDURES:** To apply, email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and the contact information of three professional references; and (3) an **A078–Application for Employment**, located at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment> to the HR Administrator at **ce04\_vacancy@ca4.uscourts.gov** in a single PDF document. Please include "OSC Vacancy 18-02" in the subject line and the source of the announcement in the cover letter. Receipt of applications will be acknowledged. Letters of reference are not desired.

Application materials may not be telefaxed.

Direct inquiries to:

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Office of Staff Counsel  
1100 East Main Street, Suite 325  
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(804) 916-2900  
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The applicants considered most qualified will be invited for personal interviews. Only those applicants selected for an interview will be contacted. Interviews will be conducted at the Office of Staff Counsel in Richmond. Travel expenses are the responsibility of the applicant. Relocation costs will not be reimbursed.

**OTHER INFORMATION:**

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. Appointment to the position is provisional pending the results of a background check that includes fingerprinting. Employees of the United States Court of Appeals are "Excepted Appointments" and considered "At-Will," and employees serve at the pleasure of the Court.

The Office of Staff Counsel reserves the right to modify the conditions of this position, to withdraw the vacancy announcement, or to fill the position sooner than the closing date. Any of these actions may occur without prior notice.

**THE OFFICE OF STAFF COUNSEL IS AN EQUAL OPPORTUNITY EMPLOYER  
THAT VALUES DIVERSITY AND INCLUSIVENESS.**